

Manual No. 6

STATEMENT OF CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY BOARD OR UNDER ITS CONTROL-

The various types of records held by the Board are as under:-

6.1 CONSENT MANAGEMENT

- i. Files of individual industries, Local Bodies, Health Care Establishments and common biomedical waste treatment facilities (HQ/Regional Offices).
- ii. Consents granted under Water (Prevention & Control of Pollution) Act, 1974. (Regional Offices)
- iii. Consents granted under Air (Prevention & Control of Pollution) Act, 1981. (Regional Offices)
- iv. Authorizations granted under Hazardous Waste (Management & Handling) Rules, 1989 as amended in 2000. (Regional Offices)
- v. Authorizations granted under Bio-Medical Waste (Management & Handling) Rules, 1998. (HQ/Regional Offices).
- vi. Authorizations granted under Municipal Solid Waste (Management & Handling) Rules, 2000. (HQ/Regional Offices)
- vii. Registrations granted under Recycled Plastics Manufacture & Usage Rules, 1999. (HQ)
- viii. Environmental Data base of the State. (HQ/Regional Offices)
- ix. Reports regarding various environmental studies conducted by the Board in the State. (HQ)
- x. Misc. Records (HQ/Regional Offices).

6.2 ADMINISTRATIVE MATTERS

The following documents are kept in the personal files of the employees:-

1. Application for appointment with certificates of academic qualifications / date of birth / SC/BC Category / experience.
2. Appointment letter.
3. Medical fitness certificate.
4. Verification of character antecedents (In case of class I & II officers).

The personal files, property returns and seniority lists of the employees are remained in the custody of the concerned Record Keeper.

The documents regarding ACRs of the officers/officials are kept in the custody of the concerned dealing assistant/record keeper.

The agendas and proceedings of the boards meetings are kept in the custody of the concerned dealing assistant/record keeper.

The agendas and proceedings of the meetings of the Departmental Promotion Committee are kept in the custody of the concerned Officer Incharge.

6.3 ACCOUNTS MATTER

The following documents are kept/maintained by the Accounts Branch of the employees:-

1. Service books.
2. Salaries of the employees.
3. Travelling Allowance bills.
4. Medical bills.
5. Pension of Retiree.